



## **Program Manager**

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the direction of the Senior Vice President of Research and Development, the incumbent provides executive administrative and program management support.

### **Qualifications:**

- Possession of a bachelor's degree and at least 5 years of experience performing program management and executive level administrative support or an equivalent combination of education and experience.
- Experience with office computer applications for calendaring, word processing, spreadsheets, constructing data bases and presentations.
- Excellent oral, written and interpersonal communication skills.
- Diplomatically and professionally communicate with executives, outside VIP's, the public and staff individuals; demonstrate proper protocol.
- Ability to adapt in a rapidly changing environment with continuously evolving priorities and under tight deadlines.
- Able to logically plan, organize and prioritize projects in consultation with all appropriate individuals.
- Establish and maintain effective professional collaborative working relationships with those contacted in the course of day-to-day work.
- Use initiative and resourcefulness in resolving operational issues within established procedural guidelines.
- Ability to work well in a team environment.

### **Desired Qualifications**

- Experience working in a biotech firm or research academic institution.
- Experience in a public health or healthcare environment.
- Regulatory knowledge of product development.

### **Salary Range and Benefits:**

The salary range for this position is \$68,153-\$102,284 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package. See the following website for more detailed benefit information <http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

The position is open until a suitable candidate is found.



**How to apply: Interested candidates please submit:**

- Cover letter
  - CV/Resume
  - California State application at <http://jobs.ca.gov/pdf/std678.pdf>
- to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) preferably or mail to 210 King Street San Francisco, CA 94107.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**